

City of Chicago
Department of Aviation

Emergency Operations Plan

Annex G
Resource and Supply

Preface

As this annex is designed to provide for the management of resources in The Chicago Airport System, a priority should be given to those resources which could be used to combat the hazards identified in this Emergency Operations Plan (EOP).

The appendix also directs that the department maintain lists of resources (vehicles and equipment) to be used by the department during emergencies.

Local resources must be used first before outside assistance is requested from the City, County, State and/or Federal Government. Coordination must be made with the City EOC to request city, county, state and federal assistance.

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City of Chicago, Department of Aviation
Emergency Operations Plan

Annex G

Resource and Supply

PURPOSE

This annex is designed to give The Chicago Airport System the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. As this annex is designed to provide for the management of resources in The Chicago Airport System, a priority should be given to those resources which could be used to combat the hazards identified in this Emergency Operations Plan (EOP).

2. This annex also directs that the department maintain lists of resources (vehicles and equipment) to be used by the department during emergencies. [REDACTED]

3. Local resources must be used first before outside assistance is requested from the City, County, State and/or Federal Government. Coordination must be made with the City EOC to request county, state and federal assistance.

B. Assumptions

1. During a disaster, individuals or businesses with private resources will be asked to cooperate.

2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the state and federal government.

3. During a disaster, normal supply requisition procedures may be suspended.

4. Resources are available from the surrounding communities (i.e., mutual aid agreements).

III. CONCEPT OF OPERATIONS

Resource and supply operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. The first resources to be identified will be those that are under the control of or are readily available to the department.
- B. All local resources must be committed (including mutual aid agreements) before assistance is requested from the city, county, state and/or federal government.
- C. [REDACTED] must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources.
- D. Normal supply requisition procedures will be followed to purchase supplies. These procedures may be bypassed with the approval of the Commissioner of Aviation and in accordance with local ordinances and state statutes.
- E. Field operation facilities (i.e., staging areas, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Assignment of Responsibilities

[REDACTED] These responsibilities are further delineated as:

- a. Facilities Division - Allocation of equipment and resources.
- b. Finance Division / Procurement Section - Procurement of resources and supplies.
- c. [REDACTED]
- d. It may be necessary to establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources. This type of relationship must be completed via Memorandums of Agreement / Understand and established Mutual Aid Agreements.
- e. The Vehicle Services Section is responsible for maintaining vehicle/equipment resource lists and will categorize this equipment according to recognized "NIMS Resource Typing" guidelines.
- f. Vehicle Services will also coordinate with department sections for the proper allocation of resources during the emergency.

g. All CDA sections will maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency for accountability purposes and possible reimbursement by the federal government.

B. In some major disasters, including a terrorist attack and/or biological incident, the need for volunteer labor to support a multitude of tasks and operations would be crucial. This would include help with clean-up of debris in a natural disaster, and help with the unloading and distribution of medicines and mass prophylaxis in a biological emergency.

V. DIRECTION AND CONTROL

A. All Resource and Supply operations will be coordinated from the IMC to insure official concurrence for actions taken.

B. Warehouse staff may operate from daily offices, but all decisions regarding the distribution and purchase of material and equipment will come from the IMC.

City of Chicago
Department of Aviation

Emergency Operations Plan

Annex - H
Hazardous Materials Response

Preface

Hazardous materials spills and releases are becoming more probable as the number and frequency of movement increases. Uncontrolled releases are particularly hazardous when they occur in populated areas. Legal duty and responsibility for reporting, containment and clean-up rests with the party responsible for the material; however, local governments must be prepared to respond to hazardous materials incidents and minimize injuries, loss of life and property damage.

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Emergency Operations Plan

Annex - H

Hazardous Materials Response

I. PURPOSE.

To provide general guidance for hazardous materials incident notification and response, and off-site emergency planning and notification procedures as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) and implementing Guidance of the Illinois Environmental Protective Agency (IEPA)

II. POLICIES.

It is the policy of the Chicago Department of Aviation (CDA):

- A. That the CDA Environmental Section will be the Community (Airport) Emergency Coordinator for Hazmat Incidents as required by SARA Title III.
- B. That the Fire Service will exercise broad lawful authority, within existing capabilities, to protect life and property threatened by hazardous materials incidents, to include ordering evacuations, in-place sheltering, and necessary actions to contain the spill or release. For the purpose of this plan, a hazardous material is defined as "any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment."
- C. That Fire Service will normally retain the role of On-Scene Incident Commander until the immediate threat to public safety is abated. Thereupon, the On-Scene Incident Command will normally be turned over to the Responsible Party (spiller) who has primary responsibility for cleanup of the spill/release.
- D. To establish overall direction, control and/or coordination through the Incident Management Center (IMC) or the City of Chicago Emergency Operations Center (EOC) to support the response to a hazardous materials incident.
- E. To utilize the Incident Command System (ICS) as the organizational basis for response to a hazardous materials incident.
- F. To ensure that appropriate city, county, state and federal agencies will be notified.

III. SITUATION AND ASSUMPTIONS.

A. SITUATION.

1. Hazardous materials spills and releases are becoming more probable as the number and frequency of movement increases. Uncontrolled releases are particularly hazardous when they occur in populated areas. Legal duty and responsibility for reporting, containment and clean-up rests with the party responsible for the material; however, local governments must be prepared to respond to hazardous materials incidents and minimize injuries, loss of life and property damage.
2. Hazard Analysis for O'Hare and Midway Airports.

- a. Fixed Facilities.

The Safety Section of CDA maintains the list of facilities at the Airports which contain Hazardous Materials. Additional information such as facility coordinators, facility locations and complete Tier II forms for each site is located in the IMC. This information is readily available for use in emergencies and for public information in accordance with SARA Title III.

- b. Transportation Hazards.

- 1) The transportation of hazardous materials within O'Hare and Midway Airports poses a threat to the Airports. Such materials cannot be identified in advance. Thousands of materials may be transported, usually on the railroads and roadways. Some type of hazardous material may be found on any Airport Service Roads, railroad (on Airport Perimeters) or pipelines supplying fuel to the Airports.
- 2) The special routes and facilities, which may require notification and assistance because of their proximity to the Airports, are maintained in the IMC.

B. ASSUMPTIONS.

1. City, county, state and federal agencies will respond with technical expertise and resources upon request should the Hazmat incident become more complex.
2. All hazardous material incidents will be managed under the Incident Command System (ICS) as required by Occupational Safety and Health Act (OSHA 29CFR 1910.120(q) (30 (i).

3. Emergency services personnel will be trained in hazardous materials control and they will carry emergency response guidebooks and instructions to help control possible incidents in their vehicles.
4. Emergency services personnel must complete the following courses sponsored by the Illinois Emergency Management Agency (IEMA):
 - Hazardous Materials Awareness Basic Course (8 hour course)
 - Hazardous Materials Awareness Refresher course (must be taken each year – 4 hour course).

The CDA Emergency Management Section will identify personnel to be trained and will coordinate with IEMA and the Deputy Commissioners of Security, Safety and Facilities Sections to facilitate the training as soon as possible.

5. CDA will provide Material Safety Data Sheets (MSDS) for the Fire Department will also be shared and coordinated among agencies (CDA, Police, Environment, EPA, etc...).
6. Private agencies (cargo companies, airlines, contractors and vendors) involved in the manufacture, use, storage and transportation of hazardous materials will cooperate with CDA in preparing for in response to hazardous material incidents. Periodic training exercises will be conducted to ensure familiarization with a hazmat response. Safety officers will familiarize employees on hazmat safety issues.
7. [REDACTED]
8. [REDACTED]
9. Fire Services has decontamination apparatus for on-scene decontamination dedicated for first responders. They also have on-scene decontamination capability for non-responder victims.

10. [REDACTED]

IV. RESPONSIBILITIES.

A. LOCAL AGENCIES

1. Chicago Department of Aviation Emergency Management Section
 - Maintain a Community-Right-to-Know database provided by the CDA Safety Section and CDA Environmental Section, containing information on facilities with hazardous materials.
 - The IMC will, as needed, draw upon various departments for support and upon various functions as set forth in this Emergency Operations

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Plan.

2. Chicago Department of Aviation Safety Section

- Responsible for developing Evacuation Response Plans and facilitating planning efforts with all Airport stakeholders.
- Provides coordination for emergency planning, training, and public information.
- Maintains a viable Community-Right-to-Know system.
- Assist the CDA Environmental Section in maintaining records required by SARA Title III to include, emergency contacts, hazards analysis, capability assessments, and Tier II (chemical inventory) information.
- Designates Evaluation Coordinator (s) in various facilities of the airport.

3. Fire Services.

- Provides first response to hazardous materials spills/releases and provides such services as on-scene assessment, search and rescue, emergency medical, pre-hospital care, limited decontamination, limited containment, and other actions designed to protect the public and first responders.
- Maintain a hazardous materials response capability.
- Assume command for all hazardous materials spill/release until the immediate threat to public safety is abated.
- After abatement of the public safety threat, transfer command over to the Responsible Party (owner or operator) if available, or, the State On-Scene Coordinator (SOSC) or the Federal On-Scene Coordinator (FOSC) as may be appropriate.
- Coordinates with the Chicago Department of Public Health prior to terminating or transferring incident command whenever there may be a possible community health risk.
- Initially provides Local On-Scene Coordinator to represent local government first response interests if the Federal/State Unified Plan is activated and a Unified Command is utilized, and only while there is an immediate threat to public safety.
- Senior on-scene Fire Official may request to activate the IMC or the EOC if needed.
- Hazardous materials contamination of [REDACTED] will cause the Fire Service to activate the Mass Casualty Incident Plan.

Caution: Decontamination of victims must be accomplished in the field (on-scene). Victim decontamination capability may be limited at area hospitals.

4. Law Enforcement.

- Maintain security for the spill/release site, control points, assist in the evacuation of areas as requested, and conduct evacuations.

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- Maintain control of spill/release sites and implements appropriate investigative actions when criminal actions may be involved.
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary.
- Provide law enforcement and traffic control in support of fire services actions.
- Senior on-scene Law Enforcement Official may request to activate the IMC or the EOC if needed.

4. Chicago Department of Public Health (CDPH)

CDPH is the primary local agency that provides support to the Incident Commander for monitoring of and protective measures related to sanitation, food, water supplies, air quality, chemical pollution, and safe re-entry by the public into the affected spill areas.

5. CDA Facilities Division.

- Provide diking capabilities and support for protecting storm drain systems and connecting water resources.
- Position traffic control devices (i.e., barricades, covers, etc.) as directed.

6. American Red Cross (ARC).

- Support fire services actions by providing individual assistance, and shelter staffing/setup.

7. Salvation Army.

- Support fire services actions by providing individual assistance (i.e. Rehabilitation).

8. City of Chicago Department of Environment

- Provide support and technical advice when requested.
- Insure city, state and federal regulation / compliance issues are met.
- Advise and/or supply environmental clean-up contractor (s) that meet procurement guidelines.

V. CONCEPT OF OPERATIONS.

A. NOTIFICATION.

1. Notification of hazardous materials spills/releases will be made via the airport 911 systems from the general public, airport Stakeholders or CDA employees. The OCC and/or MCC are responsible for making additional notifications as deemed necessary.

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2. Fire Services maintains various protocols to insure appropriate local, county, state, and federal notification.

B. Response

1. Fire Service (normally the first local government responder) will secure the scene, coordinate with the Facility Emergency Coordinator or RPOSC (if possible) to obtain update, facility emergency plan, available chemical information, and make an assessment of the situation. Emergency response information from files can also be made available to the first responders, including chemical characteristics, material safety data sheets, and site plans showing locations of chemicals. An attempt will be made to identify the hazard, stabilize the situation, and mitigate the danger to life safety and property.
2. Depending on the chemical present, weather conditions, amount of spill, etc., the On-Scene Incident Commander will establish a hot zone (contamination area), warm zone corridor (decontamination corridor), and a cold zone. The Incident Command Post will be located outside the warm zone.
3. Options available to the On-Scene Incident Commander include, in-place sheltering of citizens, evacuation of affected areas, and implementing mutual aid resource augmentation. Decisions made by the On-Scene Incident Commander will be enforced by the supporting law enforcement agency. The supporting law enforcement agency will provide traffic control, area security, communications support and conduct evacuations. Chicago Department of Public Health (CDPH) and/or CDA Environment Section will advise the On-Scene Incident Commander on public health, environmental impacts, and air/water quality issues.
4. If the situation dictates additional support for the incident, the IMC may be activated.
5. [REDACTED]
6. Once the immediate threat to public safety is abated, the scene will normally be turned over to the Responsible Party (spiller) who will have primary responsibility for cleanup, disposal, restoration, and damages. The CDA Environmental Section will maintain a close oversight role. Fire Service response units may provide on-scene backup medical, fire, and rescue capability.
7. All response gear that is contaminated will be left on the scene for disposal by the Responsible Party. This will include materials used for

decontamination, containment, etc.

C. INCIDENT COMMAND.

1. Response to incidents will be in accordance with approved Incident Command System procedures.
2. Whenever multiple agencies with jurisdictional authority/responsibilities respond, the Unified Command System will be used.

D. FIELD OPERATIONS.

1. Emergency actions may include:
 - a. Dispatching response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as needed.
 - b. Designating an On-Scene Incident Commander (IC) and establish an Incident Command Post (ICP).
 - c. Sending a senior representative to the IMC and/or the EOC when requested.
 - d. Managing fire/rescue and hazardous materials resources, directing fire operation, rescue injured people during emergency operations, and determining the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
 - e. Assisting, in the evacuation of people at risk in the immediate area in and around the emergency scene.
 - f. Alert all emergency response organizations of the dangers associated with technological hazards, hazardous materials spills/releases and fire during emergency operations.
2. All emergency units responding to a hazardous material incident will ensure that they have a full understanding of the Incident Commander's assessment of the situation and that they take full and proper precautions to protect themselves.
3. Only personnel having proper training should be deployed to a hazardous material incident.
4. Fire Service agencies will establish inner and outer perimeters to secure a HazMat scene. A strict policy of limited access to the HazMat area will be rigidly enforced to ensure the safety and well being of the community. All

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movement into and out of the area will be requested through the established command posts.

5. Security will be provided for impacted facilities and law enforcement officers will assist the Fire Service agencies in restricting access to unsafe buildings or areas.

D. MUTUAL AID AND AUGMENTATION FORCES.

1. Mutual aid can be requested from or provided to MABUS and/or ILEAS.
2. Support may also be requested from city, county, state and federal agencies through the City EOC.

VI. TRAINING/EXERCISES.

Drills and exercises will be conducted to maintain proficiency. Hazardous materials scenarios will be tested during disaster preparedness exercises if appropriate for the responder needs and if within capabilities of available personnel at the time of the exercise



City of Chicago Department of Aviation

Emergency Operations Plan

Annex I Public Works

Preface

The first priority will be to assist the public safety personnel in saving lives. This may include heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads; communication support; the use of vehicles for transportation, sheltering, and rescue personnel support; the inspection of critical facilities.

For the purpose of this plan, "Public Works" responsibilities are assigned to the Department of Aviation, Deputy Commissioner, Facilities Division.

City of Chicago – Department of Aviation Incident Management Center	
Primary: <ul style="list-style-type: none"> • CIDA Facilities Division Support: <ul style="list-style-type: none"> • Fire Department, • Chicago Department of Streets and Sanitation • Private Contractors, • Utilities - Electric, Telephone, Gas, • Water and Wastewater Departments. 	Likely Tasks: General: <ul style="list-style-type: none"> • Maintain inventories of resources and equipment. • Assist with the development of Damage Assessment and Debris Management Plans. • Send personnel, equipment, and vehicles to the emergency scene, staging area, or other location, when dispatched. • Assist law enforcement and fire services personnel in saving lives to include: heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads; communication support; use of vehicles for transportation, sheltering, and rescue personnel support; provide technical support for the inspection of critical facilities.

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Primary: <ul style="list-style-type: none"> • Chicago Office of Emergency Management and Communications Support: <ul style="list-style-type: none"> • Chicago Department of Streets and Sanitation • Chicago Police Department • Chicago Fire Department 	Emergency Operations Center (EOC): <ul style="list-style-type: none"> • Determine condition, status of Public Works resources; Identify incident sites requiring Public Works services; Determine present and future need for Public Works resources to support: Search and rescue; Heavy rescue; Damage assessment; Road, bridge repair; Debris clearance; Road clearance; Flood control; Traffic control; Sanitation services; Repair to utility systems. • Obtain and coordinate public works response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location(s), as appropriate. • Develop priorities and coordinate with utility companies the restoration of utilities to critical and essential facilities. • Recommend disposal sites for debris Provide logistical support for demolition operations.

Emergency Operations Plan

Annex I

Public Works

I. PURPOSE.

- A. To provide public works services during emergencies and disasters.
- B. As used in this plan, the role of Public Works is described as providing resources related to the protection of citizens and property when the airport is threatened or impacted by a major or catastrophic disaster event. This function is responsible for providing technical advice and evaluations, engineering services, construction management and inspections, emergency contracting, facilities management/maintenance, emergency road and debris clearance, emergency traffic signalization, flood control, and emergency repair of water and wastewater treatment facilities.

II. POLICY.

It is the policy of the Chicago Department of Aviation:

- A. That the first priority of Public Works will be to assist Public Safety personnel in the saving of lives.
- B. To provide public works services to lands and facilities under the control of the City of Chicago, Department of Aviation. Disaster response to private property shall be done only when a government facility is causing a problem, or when life or public health is threatened.
- C. To clear transportation routes as per public safety priorities.
- D. That this function may be utilized singularly, or in conjunction with Incident Management Center (IMC) activation.

III. RESPONSIBILITIES.

- 1. The Department of Aviation, Facilities Division is the lead agency responsible for the organization and mobilization of this function during emergencies.
- 2. Responsibilities include:
 - Assign responsibility to establish an organization work/control/dispatch center to manage resources and response personnel and maintain contact with the IMC during emergencies or disasters.
 - Working in concert with the Department of Aviation Vehicle Services Section, prepare and maintain a current resource list to identify source, location, and availability of equipment.

- Support cleanup and recovery operations following disasters.
- Debris clearance, emergency protective measures, emergency and temporary repairs and/or construction on roads, and facilities.
- Coordinate deployment of light/heavy construction and emergency equipment, supplies and personnel.
- Direct and coordinate flood-fighting operations.
- Provide damage assessments and inspections for roads, bridges, and facilities for public safety concerns and compilation of damage totals.
- Provide traffic control signs and barricades for road closures, detours and potential road hazards.
- Provide solid waste collection and disposal activities.
- Organize methods to dispose of large volumes of solid waste and debris.
- Restore vital services.
- Support evacuation efforts.

B. EMERGENCY MANAGEMENT:

If department capabilities are exceeded, additional support may be available upon request through the City of Chicago, Office of Emergency Management and Communications (OEMC) for the following:

Primary:

- Engineering services and advice.
- Oversee flood control activities.
- Provide diking material for protection of sewer and water systems/supplies.
- Maintain contact with IMC and EOC.
- Damage assessment, inspection of buildings and facilities, and infrastructure.
- Debris clearance.
- Road clearance.
- Determinations of the structural safety of emergency operations facilities, public shelters, and reception and care centers.
- Repair and restoration of essential services and vital facilities.
- Develop priorities and coordinate with utility companies the restoration of utilities to critical and essential facilities.
- Sanitation services during an emergency.
- Search and rescue assistance.
- Repair to facilities, roads, and bridges.
- Flood control.
- Building inspections.
- Repair to utility systems.
- Inspect, designate and demolish hazardous structures.

Support:

Fire Departments.

- Assist in debris clearance and removal of hazards.

Department of Aviation, Incident Management Center:

- Maintain a current inventory of all emergency response resources (i.e., personnel, equipment, and supplies).
- 4. Private Contractors.
 - Support emergency engineering, and public works operations with personnel and equipment.
- 5. Utilities - Electric, Telephone, Gas.
 - Provide light duty construction equipment, supplies and personnel.
 - Provide for emergency repair and restoration of utilities and facilities.
 - Provide coordinated response to facilitate clearing of roads so utility services are restored quickly.
 - Assess all damage.
 - Restore all services to essential facilities and IMC.
 - Provide electric, telephone and gas service to all patrons.
 - Maintain all lines in good order.
- 6. Water and Wastewater Departments.
 - Maintain water and sewer systems.
 - Provide potable water.
 - Provide diking and plugging material for sewer and water system.
 - Provide temporary sanitary facilities, as needed.
 - Coordinate with Health Department on water testing.
 - Decontaminate water system.
 - Assist in damage assessment.
 - Maintain contact with IMC / EOC.

IV. CONCEPT OF OPERATIONS.

A. GENERAL.

1. The Department of Aviation has public works/engineering capabilities and employs trained staff and maintains strong working relationships with contractors performing authorized work for the department. During a major emergency the activities and services normally provided by such firms/agencies would continue with the emphasis shifting to emerging emergency tasks. The requirement for these services expands directly in proportion to the magnitude of the disaster. Nonessential activities would be curtailed or eliminated.
2. Public Works is an integral part of the emergency response network providing emergency services to the Department of Aviation. For many single site emergency situations, the function of emergency public works will be an extension of normal duties. However, during widespread, multiple site disasters public works resources and facilities may be in short supply.
3. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from city, county, state and federal public works groups.

4. Coordination between public works agencies is necessary to ensure emergency operational readiness. The Facilities Division must develop Standard Operating Procedures (SOPs) and resource listings to support this plan.
5. A listing of available emergency public works resources will be developed by the Facilities Division and forwarded to the Incident Management Center for reference.

B. DISASTER SITUATIONS.

1. During an emergency, all public works and emergency engineering services will be coordinated from the IMC by the [REDACTED]. Routine operations will be handled by standard guidelines. City, county, state and federal support will be called upon as needed with requests channeled through the City of Chicago, Office of Emergency Management and Communications (OEMC).

C. INCIDENT MANAGEMENT CENTER.

1. If a Public Works unit or other public safety responder determines that a disaster has or may occur, or the department's resources are overwhelmed, the Communications Centers (OCC/MCC) will be immediately notified.
2. The Deputy Commissioner, Facilities Division or designee, may request IMC activation.

D. IMC ACTIVATIONS.

1. When the IMC is activated, the Chief Public Safety Officer will appoint the [REDACTED] to coordinate all public works activities. The [REDACTED] is responsible for directing and coordinating all available manpower, equipment and material available to carry out requirements for public works services, debris clearance, damage survey, maintenance and repair of roadways, etc. The Chief Public Safety Officer will make requests to the City EOC for additional resources if department public works resources have been exhausted.
2. Public Works personnel will be alerted according to prescribed departmental/agency policy. The operational priorities for personnel will be assigned by the Facilities Division. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
3. Public Works Agencies will establish and maintain lines of communication in the IMC during major response operations to facilitate coordination of activities and resources.
4. EOC Public Works Branch duties may include:
 - Ensure operation of Public Works dispatch and reporting systems.
 - Determine condition, status of Public Works resources.
 - Identify incident sites requiring Public Works services.
 - Determine present and future need for Public Works resources to support:
 - Search and rescue.
 - Heavy rescue.
 - Damage assessment.
 - Road, bridge repair.
 - Debris clearance.
 - Road clearance.

- Flood control.
- Sanitation services.
- Repair to utility systems.
- Obtain and coordinate public works response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location(s), as directed.
- Sources for additional resources can include:
 - Mutual aid.
 - State EOC.
 - State and federal resources.
 - Private companies, contractors.
- Track resources deployed for disaster response.
- Develop priorities and coordinate with utility companies the restoration of utilities to critical and essential facilities.
- Recommend disposal sites for debris, [REDACTED]
- Provide logistical support for demolition operations.
- Damage Assessment (Preliminary and Detailed):
 - Activate and deploy damage assessment teams.
 - Collect and maintain damage reports.
 - Determine unsafe facilities.

E. DAMAGE ASSESSMENT.

1. An initial IMC priority is to gather as much intelligence about the extent of damage as soon as possible. Public Works personnel will report the need for rescue, the numbers of dead or injured, damage to buildings, public facilities such as roads and bridges, and utilities. These reports will be compiled using the existing State of Illinois form-set for this purpose and communicated to the IMC. Additionally, the [REDACTED] will ensure that a sufficient number of Facilities Division personnel (skilled trades, engineers, etc.) are trained to conduct preliminary Damage Assessments and create Debris Removal plans. The Emergency Management Section can provide additional information on when and where to obtain said training.

F. EVACUATION.

1. [REDACTED] is responsible for evacuation and will coordinate with the IMC to ensure that the evacuees are moved to an appropriate shelter, and those needing special assistance are provided for. The Facilities Division will ensure appropriate public works support is provided to the [REDACTED] for this purpose.

G. FIELD OPERATIONS.

1. The first priority will be to assist the law enforcement and fire services personnel in saving lives. This may include heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads; communication support; the use of vehicles for transportation, sheltering, and rescue personnel support; the inspection of critical facilities such as hospitals, designated shelters and emergency operations centers.
2. Emergency actions include:
 - When notified of an emergency situation, send personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as directed.
 - Assist law enforcement and fire services personnel in saving lives to include: heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency

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- access roads; communication support; use of vehicles for transportation, sheltering, and rescue personnel support; provide technical support for the inspection of critical facilities.
- Public Works field emergency operations may include:
 - Flood control.
 - Assisting in the evacuation of people at risk in and around the emergency scene.
 - Assisting in urban search and rescue (US & R) efforts.
 - Assisting damage assessment activities.
 - Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the IMC.
 - Assisting sanitation services.
 - Emergency clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.
 - Temporary construction of emergency access routes that include damaged streets, roads, bridges, waterways and any other facilities necessary for passage of rescue personnel.
 - Provide emergency traffic signs and signal service at pre-designated intersections.
 - Providing and placement of barricades.
 - Determination of the structural safety of emergency operations facilities.
 - Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations.
 - Restoring public utilities and services; Coordinating with utility companies to restore power to disaster victims.
 - Assist in security measures and traffic control by providing traffic barricades.
 - Debris removal operations in areas affected by emergencies or disasters.
 - Conducting damage assessment activities (through the use of vehicles, remote video equipment, etc., as appropriate).
3. Security will be provided for essential facilities if required, and law enforcement officers will assist the Public Works in restricting access to unsafe buildings or areas.
4. Hazardous Materials Response:
- Public Works units responding to a hazardous material incident will ensure that they have a full understanding of the Incident Commander's assessment of the situation and that they take full and proper precautions to protect themselves.
 - Only properly trained personnel only should be deployed to a hazardous material incident.

City of Chicago
Chicago Department of Aviation

Emergency Operations Plan

Annex J
Airport Evacuation Plan

Preface

Citizen evacuation and shelter-in-place is the capability to prepare for, ensure communication of, and immediately execute the safe and effective sheltering-in-place of an at-risk population (and companion animals), and/or the organized and managed evacuation of the at-risk population (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous environment. In addition, this capability involves the safe reentry of the population where feasible.

Source: Target Capabilities List, U.S. Department of Homeland Security, September 2007

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City of Chicago, Department of Aviation
Emergency Operations Plan

INTRODUCTION AND PURPOSE NIMS / ICS

General:

The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The airport community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

Potential emergencies at such as fires, explosions, spills, severe weather, biological or chemical releases (All Hazards) may require employees and occupants to safely and efficiently evacuate the building / terminals. This comprehensive Emergency Evacuation Plan (EEP) has been developed to ensure that occupants are adequately familiar with the building / terminals and with the proper procedures for evacuation. The tools used to communicate these procedures include: evacuation maps, area emergency evacuation plans, postings, occupant training, informational pamphlets and handouts. The designation of Emergency Coordinators, Evacuation Assistants and Safety Monitors to assist during evacuation events is a critical step in the implementation and success of this program.

This written plan should be made available, upon request, to employees and occupants and their designated representatives by the CDA Emergency Coordinator(s).

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Regulatory Requirements

The Occupational Safety and Health Administration's (OSHA) Means of Egress Standard, 29 CFR 1910.35- 1910.38, was developed to ensure that employers have feasible evacuation protocols and effective communications in the event of an emergency in the workplace. It further requires that employees be aware of these evacuation protocols and understand their roles and responsibilities during an evacuation.

SEE TABLE 1 ON THE NEXT PAGE

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City of Chicago Department of Aviation

Table 1: OSHA 29 CFR 1910.38- Employee Emergency Plans and Fire Prevention Plans

(a) Emergency action plan – (1) Scope and application. This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(a)(2) Elements. The following elements, at a minimum, shall be included in the plan:

- (a)(2)(i) Emergency escape procedures and emergency escape route assignments;
- (a)(2)(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (a)(2)(iii) Procedures to account for all employees after emergency evacuation has been completed;
- (a)(2)(iv) Rescue and medical duties for those employees who are to perform them;
- (a)(2)(v) The preferred means of reporting fires and other emergencies; and
- (a)(2)(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(a)(3) Alarm system.

- (a)(3)(i) The employer shall establish an employee alarm system which complies with 1910.165.
- (a)(3)(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(a)(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(a)(5) Training.

- (a)(5)(i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (a)(5)(ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (a)(5)(ii)(A) Initially when the plan is developed,
 - (a)(5)(ii)(B) Whenever the employee's responsibilities or designated actions under the plan change and

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(a)(5)(ii)(C) Whenever the plan is changed.

- (a)(5)(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.
- (b) Fire prevention plan--(1) Scope and application. This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.
- (b)(2) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:
- (b)(2)(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- (b)(2)(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
- (b)(2)(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.
- (b)(3) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.
- (b)(4) Training.
- (b)(4)(i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
- (b)(4)(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.
- (b)(5) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

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In summary, this Evacuation Plan includes the following OSHA required information:

- The purpose of the Emergency Evacuation Plan;
- Roles and responsibilities for assessing emergencies and implementing evacuation plans;
- Roles and responsibilities of Emergency Response Personnel, Building Managers, Emergency Coordinators, Evacuation Assistants, Safety Monitors, Employees, Occupants, and the Chicago Department of Aviation Safety Section.
- The preferred means of reporting fires and other emergencies;
- Details of the building's alarm system;
- Emergency escape procedures and emergency escape route assignments;
- Procedures for partial evacuation;
- Training of employees and occupants including fire drills;
- Procedures to be followed by employees who remain to control critical operations before they evacuate (H&R Facility, OCC/MCC etc...).
- Procedures to account for all employees after emergency evacuation has been completed;
- Methods of site security and control measures during an emergency;
- Rescue and medical duties for those employees who perform them.

SCOPE AND APPLICATION

This plan applies to all employees, occupants and travelers in City of Chicago Department of Aviation (CDA) buildings. In addition, this program includes tools and procedures that have been developed to ensure that all visitors are safely and efficiently evacuated from the building in the event of an emergency. This written plan is available upon request to employees and their designated representatives through the CDA Safety Section.

The following guidelines have been developed to define the scope of this EEP:

- All employees, occupants, and visitors must be informed of safe evacuation procedures. Information is provided annually or whenever procedures are revised and/or evacuation drills are conducted.

SEE TABLE 2 ON THE NEXT PAGE.

Table 2: Occupant Fire Safety Guide

PREVENTION

Housekeeping

- Keep your work areas clean and orderly and never block doorways, halls or stairwells. Report any improper storage to building management.
- Make sure there is space for air to circulate around heat-producing equipment, such as computers, printers and coffee makers.
- All appliances, cords, power strips, etc...must be Underwriters Laboratory (UL) approved and must be in good condition and of proper rating. Also, make sure that you never overload electrical outlets.

Planning

- Become familiar with the Emergency Exits, fire pull box locations, emergency telephone numbers and designated meeting sites for your building and know who the Safety Monitor is for your floor. Evacuation maps are posted throughout the building and in every elevator lobby.
- Participate in fire drills to familiarize yourself with your building's emergency evacuation procedures.
- Be sure that your Safety Monitor knows if you have any disability that could delay your escape so that he/she can make specific plans to aid you during an evacuation.
- If you discover damaged fire and evacuation equipment (exit signs, pull boxes, sprinkler heads, fire extinguishers and fire doors), immediately report it to building management.
- Arson is the largest single cause of fires in general office buildings.
- Follow your building's security measures to keep unauthorized people out of the building and report anything suspicious.

Alarm Systems

- Typically buildings are fully equipped with a sophisticated smoke detection and sprinkler system. This system is activated automatically when smoke/fire conditions in the building reach a certain threshold. However, whenever you discover smoke or fire within the building, you should immediately activate the system manually by pulling one of the fire pull boxes located throughout the building.
- Once the alarm system is activated, either automatically or manually, the Communications Centers and the Fire Department are notified that there is an emergency situation.
- The audible alarm that you hear during an emergency may include a speaker that provides direction on how to proceed. It is your responsibility to follow all directions that are provided. If at any point you are unsure of how to respond to an alarm in the building - **PROCEED WITH EVACUATION.**

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IN THE CASE OF A FIRE

If You Hear the Alarm

- Shut off gas tanks or compressed gas cylinders if you're using them.
- Take personal belongings (wallets, keys, etc) if they are readily available.
- Shut any open windows if it is safe to do so and shut the doors behind you as you exit.
- Proceed along your primary exit path to the stairwell - NEVER use the elevator during evacuation.

If You discover Smoke or Fire

- Immediately activate the nearest fire pull box.
- Alert people in the vicinity of the situation as you proceed along the nearest exit path to the stairwell -NOT the elevator.
- Once you're outside at a safe distance, call the
 - O'Hare Communications Center at (773) 894-9111 or the
 - Midway Communications Center at (773) 838-9111to notify them of the exact location of the fire.
- Report to your designated Assembly Area. Do not re-enter the building until you are instructed to by your Safety Monitor or the Fire Department.

Escape Tips

- Feel all doors along your primary exit pathway before opening them. Don't open the door if it's hot – use an alternate route.
- If you are trapped, close as many doors as you can between you and the fire. Seal the cracks around the doors with a wet cloth or tape to keep smoke out. If there's a phone, call the
 - O'Hare Communications Center at (773) 894-9111 or the
 - Midway Communications Center at (773) 838-9111

to tell them exactly where you are. Otherwise, wait at a window and try to signal for help with a light colored cloth or a flashlight.

- Do not block or wedge open stairwell doors during an evacuation. Also, be aware that fire doors leading to stairwells are only effective when they are closed.

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- If you get caught in smoke, get down and crawl. Smoke rises so there will be cleaner, cooler air near the floor.
- If your clothes catch fire, remember to STOP, DROP and ROLL.

Fire Extinguishers

Fire extinguishers are provided along some of the exit pathways to aid occupants in escape only. If you find that you must use an extinguisher, remember to PASS (Pull the ring, Aim at the base of the fire, Squeeze the handle and Sweep the extinguisher from side to side).

- Maps, diagrams or postings that clearly show the Primary and Secondary Emergency Escape Routes are permanently posted throughout all buildings and terminals (e.g., elevator lobbies and assembly areas) to provide guidance in an emergency.

SEE TABLE 3 ON THE NEXT PAGE.

Table 3: Area Emergency Evacuation Plan

Area
Emergency Coordinator:
Area Safety Monitor:
Alternate Safety Monitor:
Completed By:
Date:

IF YOU DISCOVER FIRE OR SMOKE IN THE BUILDING:

- Immediately notify the Fire Department by pulling the nearest Fire Alarm/Pull Box
- Proceed to the nearest stairwell/doorway and **WALK** to the nearest exit
- Once outside, proceed to the Designated Assembly Area

IF YOU HEAR THE ALARM:

- **WALK** along your Primary Evacuation Route
- If the Primary Evacuation Route is blocked or unsafe, **WALK** along your secondary Evacuation Route.
- Proceed to the nearest stairwell/doorway and to the nearest exit.
- Once outside, proceed to the Designated Assembly Area.

The acronym RACE can be used to remind building occupants what to do if they discover a fire:

- **Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself.
- **Alarm:** Sound the alarm by pulling the nearest fire pullbox or calling 9-1-1
- **Confine:** Close doors, windows and other opening to prevent the spread of fire if it is safe to do so.
- **Evacuate;** Evacuate the building.

Primary Evacuation Route: *each work area should establish a primary and a secondary evacuation route (in case the primary route is blocked) in the event of an emergency.*

Secondary Evacuation Route:

Designated Assembly Area: *An outdoor meeting place where evacuees, out of harm's way; can account for all staff and visitors. A short distance from the building on the same block, should suffice.*

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- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
- Fire extinguishers are used to aid occupants in escape only. Immediate readiness to activate the fire pull box and evacuate the building is essential in saving lives.
- No employee is permitted to re-enter the building until advised by the Fire Department.
- Designated Assembly Area(s) will be established for each building / terminal to ensure that occupants can be accounted for in the case of an emergency and to ensure that there are no space conflicts with adjoining buildings.

ROLES AND RESPONSIBILITIES

In order for the Emergency Evacuation Program to be effective, all affected individuals must clearly understand and take an active role in meeting their responsibilities. Due to the potential hazards associated with the various types of emergencies, the specific responsibilities outlined below must be followed.

In addition to the duties and responsibilities of Occupants, Emergency Coordinators, Evacuation Assistants, Safety Monitors and Terminal Managers outlined in the following sections, other groups at the Chicago Department of Aviation will play an important role in supporting the successful implementation and maintenance of this program.

The CDA Emergency Management Section will provide guidance to support the preparation of the evacuation plan and will participate in the annual program review process.

The O'Hare (OCC) and/or Midway Communication Centers (MCC) will play a critical role in the dispatch of fire and rescue services in the event of an emergency. The Facilities' Division H & R Section is responsible for the inspection and preventative maintenance of building fire protection equipment and services.

Facility Managers will provide management commitment and operational support for successful implementation and maintenance of this program.

Plan Responsibilities

The CDA Emergency Management Section is responsible for the development of the Emergency Evacuation Program throughout the Chicago Airport System. To assist in this endeavor and to ensure program implementation, the CDA Deputy Commissioner of Safety will act as the Program Manager for the Emergency Evacuation Program.

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Safety Section:

Deputy Commissioner, Safety Section (Program Manager) responsibilities includes the items enumerated below and as found in Table 4 below:

- Provide regulatory guidance to Chicago Department of Aviation regarding OSHA and Fire Protection Standards.
- Provide guidance on the implementation of the Emergency Evacuation Plan.
- Update the Evacuation Plan on an annual basis or as procedures change.
- Perform and coordinate an annual review of the overall program with the CDA Emergency Management Section and the Chicago Fire Department, Chicago Police Department, Aviation Security Section, appropriate facility managers and other airport stakeholders.
- Maintain controlled document distribution of Emergency Evacuation Plans received from airport tenants/stakeholders and provide copies of same to the Emergency Management Section for inclusion in revision of the Emergency Operations Plan.
- Perform field audits and report back to the Emergency Management Section and Facility Managers.
- Provide guidance on the development of emergency evacuation routes and facility maps.
- Conduct and provide feedback on emergency evacuation drills.
- Ensuring that the Safety Monitors and Critical Operations Personnel (i.e. H & R Engineers, OCC/MCC personnel) are adequately trained

Provide notification to all stakeholders regarding any changes to the written program.

- Maintaining local training records for Safety Monitors and Critical Operations Personnel for five (5) years.
- Ensuring that building occupants are aware of emergency evacuation procedures.
- Maintaining up-to-date Lists of Safety Monitors and other Building Operations Personnel with assigned duties under this plan. This list should be provided to emergency personnel at the time of an incident to aid them in their response.
- Establishing Designated Assembly Areas for evacuees and ensuring that these sites are accessible.

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- Obtaining, updating and posting evacuation procedures and maps.
- Updating building specific information and emergency contacts for the OCC / MCC
- Relaying applicable information to emergency personnel, occupants and Safety Monitors in the event of an evacuation.

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Table 4 – Develop, Maintain Plans, Procedures, Programs and Systems:

Goal – Develop and Maintain Plans, Procedures, Programs and Systems: Affected and at-risk populations (and companion animals to the extent necessary to save human lives) are safely sheltered in place or evacuated to safe refuge areas. This includes utilizing existing government organizations and systems to ensure coordination and involvement of all first responders providing training and conduct exercises, self evaluations and After Action Reviews.	
1	Develop plans, procedures and protocols to manage evacuations and sheltering-in-place for the Chicago Airport System.
2	Develop evacuation procedures for employees, travelers and tenant/stakeholder organizations at risk.
3	Develop and distribute materials on evacuation/shelter-in-place preparation, plans and procedures.
4	Participate in preparedness activities to ensure that public information on evacuation/shelter-in-place preparation and processes is effectively communicated.
5	Develop and implement programs to train airport employees/tenants/stakeholders on evacuation, re-entry and shelter-in-place processes.
6	Participate in establishment of public information announcements to be issued as part of evacuation/shelter-in-place orders.
7	Develop and implement procedures to identify and arrange for accommodations for immobilized individuals or others requiring special assistance.
8	Pre-identify evacuee Assembly Areas.
9	Identify and arrange for the staging and use of resources
10	Develop plans and procedures for coordinating with other agencies to meet basic needs.
11	Develop agreements with neighboring areas regarding the movement and receipt of evacuees from the affected areas.
12	Develop plans and procedures for evacuation/shelter-in-place of companion animals.

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Emergency Management Section:

Responsibilities include the items enumerated below and as found in Table 5 below. The Emergency Management Section is responsible for the maintenance of the master copy of the Emergency Evacuation Plan (EEP) for the Department. A list of all building personnel who maintain copies of this plan for their section is kept by the Emergency Management Section and all changes to this document are provided to all plan holders as they are made.

- Overseeing the communication, implementation and maintenance of the Emergency Evacuation Plan.
- Review the EEP on an annual basis or as building structure, renovations, personnel or conditions change and ensure the plan is updated by the Safety Section accordingly.
- Assist the Program Manager in the development of Evacuation Training for Terminal Managers, Building Occupants, and Employees.

Table 5: Develop, Maintain Training Exercise Program.

Goal – Develop and Maintain Evacuation/Shelter-in-Place Training and Exercise Programs: This includes utilizing existing government organizations and systems to ensure coordination and involvement of all first responders providing training and conduct exercises, self evaluations and After Action Reviews.	
1	Develop and implement training programs for staff involved in evacuation/shelter-in-place implementation.
2	Develop and implement exercises involving evacuation of various types of locations.
3	Assess the training and exercise gaps.
4	Review existing training and exercise resources available for participation and / or inclusion in comprehensive training and exercise strategy.

Safety Monitor:

For floors with over 20 occupants and over 5,000 square feet, it is recommended that a Safety Monitor be assigned to each floor to assist in the evacuation of building(s) / Terminals. A list of Safety Monitors and Building Operations personnel will be posted in each building on each floor. See Table 6 on the next page.

Building: _____
Number of Occupants: _____

NAME	LOCATION	E-MAIL	TELEPHONE

[illegible][illegible]

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The employees who are selected as Safety Monitors by the Program Manager provide guidance and instruction to other occupants at the time of an emergency. Safety Monitors will receive Community Emergency Response Training (CERT) which will include training in the layout of the building and the various primary and alternate escape routes from the building.

In addition, Safety Monitors will be aware of those occupants in their areas who require special assistance during evacuation and of any hazardous areas to be avoided during emergencies.

A Self-Assessment Checklist for Safety Monitors can be found at Table 7 on the next page.

Specific responsibilities of a Safety Monitor include:

- Familiarizing personnel with emergency procedures.
- Acting as liaison between the Program Manager and their section or work area.
- Checking assigned areas in the event of an evacuation and ensuring that occupants have vacated the premises if safe to do so. If occupants are trapped in areas or the Safety Monitor is otherwise unable to completely evacuate an area, they should immediately convey this information to emergency response personnel.
- When the fire alarm sounds, all Safety Monitors should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment if necessary (e.g., compressed gas cylinders, gas tanks), close doors and make sure all occupants exit the building using the stairwells.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- Knowing where their Designated Assembly Area(s) is and for communicating this information to occupants.
- Having a list of personnel in their area of coverage and taking names at their Designated Assembly Area(s).
- Instructing occupants to remain in the Designated Assembly Area(s) until otherwise directed by emergency response personnel.
- Prevent re-entry into the building until notification and authorization is received by the Fire Department / Incident Commander.
- Evaluating and reporting problems to the Program Manager after an emergency event.

Table 7: Self-Assessment and Responsibilities Checklist for Safety Monitors

PRE-EMERGENCY PLANNING	Completion Date	Comments
Designated evacuation routes and assembly areas have been reviewed and are understood.		
Persons with disabilities are located in your area and what their evacuation response will be. Review the disability worksheet in the Emergency Evacuation Plan.		
Coordinate with other Safety Monitors to work together and avoid duplication of tasks.		
Know where hazardous chemicals or situations in your area may exist. These include flammables, radioactive or hazardous materials.		
DURING AN EVACUATION	Completion Date	Comments
Assigned areas have been checked and all personnel and visitors have evacuated the building using the appropriate evacuation route.		
Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them to remain at the Assembly Area.		
Conduct a quick search as you go. Make sure hazardous equipment is shut off and no one is left behind.		
Doors in assigned areas are shut to reduce the spread of fire and smoke.		
If there is smoke in the building, stay low, cover your mouth with a damp cloth or handkerchief. Visualize where the exits area, hug the wall to guide you so you do not become confused.		
If there is no smoke , people may not want to evacuate. Firmly insist they leave the building. Students and visitors not familiar with this plan must be informed of the requirements to evacuate.		
Do not allow the stairway doors and other exit doors to be blocked/wedged open during the evacuation which can make them dangerous and unusable.		
If you have assistant, station one in front of elevators and make sure no one uses it.		
Any person who requires special assistance to evacuate is moved to a safe area of refuge and their status is reported immediately to Emergency First Responders.		
POST EVACUATION	Completion Date	Comments
Report any occupants who are trapped or otherwise unable to evacuate to the Emergency Coordinator or Emergency First Responders.		
A head count of employees is taken at the assigned Assembly Area and employees are kept in this area until direction is provided by the Fire Department.		
The head count (including a list of employees who are unaccounted for) and any other pertinent information is relayed to the Emergency Coordinator.		

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Evacuation Assistant

The Safety Monitor should be aware of any occupants in their building who require special assistance during an evacuation so they can assign that individual an Evacuation Assistant. Evacuation Assistants *should not* be a Safety Monitor who will be engaged during an emergency. Preferably, the Evacuation Assistant may be a co-worker or person who is located nearby and can readily assist disabled occupants in an emergency. Additionally, an Alternate Evacuation Assistant should also be designated in the event that the primary Evacuation Assistant is unavailable.

Building Occupants

Building occupants must take an active role in reviewing and understanding their responsibilities during an emergency evacuation. During annual drills, occupants will be made aware of evacuation procedures.

- Occupants / Employees should review and understand the information contained in the fire safety pamphlet and other correspondence concerning emergency procedures from building management;
- Become familiar with facility maps and perform a “walk through” of their assigned primary and secondary evacuation routes; Know nearby pull station locations;
- Participate in Fire Safety Training and Evacuation Drills as required by this plan.
- Avoid leaving fire doors open and blocking hallways and evacuation routes;
 1. Follow recommended fire safety measures.
 2. Limit number of flammable items used in decorating;
 3. Curtains, drapes and cloth hangings should be kept to a minimum and made of fire retardant fabrics;
 4. Do not overload electrical circuits. Appliances should be plugged directly into wall sockets and never into light sockets;
 5. Candles and other sources of open flame are strictly forbidden;
 6. Use only approved UL or NEC electrical extension cords. Do not splice cords or run cords through doorways or under rugs;
- Occupants and building residents who discover a fire, smoky condition or an explosion must follow the procedures outlined in this plan.
- During emergencies all occupants should proceed to their Designated Assembly Area and remain at the site until additional instructions are received.

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- Do not interfere with emergency personnel or rescue services during an incident or drill.

Facilities Division:

The CDA Facilities Division is responsible for the preventative maintenance, record keeping, inspection, servicing and installation of fire protection hardware and equipment for the building. Examples of fire protection equipment maintained by the Facilities Section, may include but are not limited to:

- Portable Fire Extinguishers
- Fire Suppression and Sprinkler Systems (wet or dry)
- Emergency Generators / Power and Lighting
- Fire Alarms and Pull Stations
- Fire Detection Devices
- Fire Pumps / Hydrants
- Exit Signs and Directions

It is important to recognize that the requirements for equipment testing and preventative maintenance may vary depending on the building classification and/or occupancy type. Building specific equipment inventories are maintained by the Work Management group within Facilities .

Additional requirements for fire protection equipment and hardware is provided later in this plan.

Contractors:

The senior on-site manager, foreman or supervisor of contracted employees who are required to work inside the building must ensure that the elements of the emergency evacuation program are communicated to the contractor upon their being hired and at least once annually.

Other responsibilities of contractors may include, but are not limited to:

- Contractors must review the emergency maps that indicate exit routes in all areas of the building where they will be working.
- Contractors must be aware of the location of nearby fire pull boxes and emergency exits, and never remove or tamper with fire safety equipment.
- Notify Building / Terminal Managers of potential fire hazards in their work area.

- Notify the Chicago Department of Aviation Safety Section of any fires or incidents that have occurred as a result of the work being performed.
- Contractors must adhere to all applicable requirements for the safe handling and storage of hazardous and flammable substances. For more information, refer to the Chicago Department of Aviation Hazardous Communication, Chemical Hygiene, Hazardous Waste and SPCC Programs.
- If hot work (i.e. welding, cutting or brazing) is being performed, contractors are expected to comply with all applicable Federal OSHA regulations and local requirements for fire watches, permits and notifications.
- Contractors must ensure that their vehicles and equipment do not limit the safe and efficient access to and from the building.

PRE EMERGENCY PLANNING

Many factors must be considered in all hazards emergencies and prior to evacuation. Pre-emergency preparation and provisions for alerting and evacuating staff; handling casualties, and for containing of the emergency are of utmost importance.

Factors which determine what procedures are needed in an emergency, include:

- Degree of emergency,
- Size of organization,
- Capabilities of the organization in an emergency situation,
- Immediacy of outside aid,
- Physical layout of the premises, and
- Number of structures

The evacuation order is of greatest importance in alerting staff. To avoid confusion, only one type of signal should be used for the evacuation order. Commonly used for this purpose are sirens, fire bells, whistles, flashing lights, paging system announcements, or word-of-mouth in noisy environments.

The following are critical elements when planning for emergencies and designing an effective Emergency Evacuation Plan.

- Identify evacuation routes, alternate means of escape, preferred means of reporting and effective escape procedures.
- Specify safe locations for staff to gather for head counts to ensure that everyone has left the danger zone.
- Assign individuals to assist handicapped employees in emergencies.
- Identify high hazard areas

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- Identify critical operations personnel and special procedures and assign personnel taking responsibility for action
- Carry out treatment of the injured and search for the missing simultaneously with efforts to contain the emergency.

Designating Exit Routes

All designated evacuation routes or means of egress shall adhere to the following guidelines:

- Exit routes shall be straightforward and obvious. Minimize turns and blind corners.
- All exits shall discharge directly to the street, or other open space that gives safe access to a public way. The streets to which the exits discharge shall be of width adequate to accommodate all persons leaving the building. Courts, or other open spaces to which exits discharge shall also be of adequate width and size to provide all persons leaving the building with ready access to the assembly area(s).
- There should be more than one route per floor in the event that the stairwell or exit is obstructed or unsafe to use (i.e. smoke filled, chemical vapors, fire, heat, etc.)
- Access to exits should never go through rooms which may be locked such as kitchens, and storerooms.
- A door from a room to an exit or to a way of exit access shall be of the side-hinged, swinging type. It shall swing with exit travel when the room is occupied by more than 50 persons or used for a high hazard occupancy.
- Exit signs and arrows should be red and internally-illuminated so they are visible from 100 feet during power outages. Exit signs should be visible over doors leading to the way out.
- Signs with directional arrows indicating the way to the exit should be posted if the exit is not apparent from all rooms or areas on the floor.
- Doors, stairs, ramps, passages, signs, and all other components of means egress shall be of substantial, reliable construction.
- Elevators are never to be used as a means of evacuation or egress during an emergency.
- Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- No one shall at any time place an encumbrance of any kind before or upon any fire escape intended as a means of escape from a fire. The means of egress from a building must be at all times maintained in a safe condition and shall be available for immediate use and free of all obstructions.

- Combustible or flammable material shall not be placed, stored or kept in any portion of a fire escape or other means of egress. Such storage shall be located so that the presence or burning of the materials would not obstruct or render hazardous the means of egress.
- All exterior stairways and fire escapes shall be kept free of snow and ice. Any fire escape or exterior stairway found to be in a state of deterioration or determined to be unsafe by the head of the fire department shall be repaired immediately. Depending on the structural condition, a load test of any fire escape shall be conducted before it is returned to service.

Accountability Procedures for Emergency Evacuation

Designated Evacuation Assembly Areas are safe areas outside the property for occupants to gather during an emergency. While it is important to be able to have everyone together during an emergency, it is possible to have multiple assembly areas, especially in buildings with many occupants, and assembly areas one to two blocks away.

Criteria for Evacuation Assembly Areas

Evacuation Assembly Areas must adhere to the following criteria:

- Be at least 50 feet from the building. It should be visible from the exit door to minimize confusion. As a rule of thumb, if possible, the distance to the meeting site should be at least one building distance from your building.
- Exception: For H & R Building and locations with hazardous materials (i.e. Warehouse), the meeting site should be at least 300 feet, or three building lengths away.
- Do not impede access by emergency response personnel. Crowds of evacuees can obstruct the access of emergency personnel to the site, as well as present a danger to occupants themselves from smoke, toxic gas, flying debris or fumes.
- If occupants exit from multiple doors, there should be multiple assembly areas. To reach an assembly area, occupants should not have to travel from the back of the building to the front.
- The area should be large enough to accommodate the occupants when the property is filled to capacity.

Table 8 on the next page provides a list of Assembly Areas for each building.

Table 8: Primary and Secondary Evacuation Assembly Areas

Listed below are the Primary and Secondary Evacuation Assembly Areas assigned to each exit of the building.

Building Number/Name	Primary Assembly Area	Secondary Assembly Area

The Primary and Secondary Assembly Areas are also illustrated on the building floor plans and listed on the Area Evacuation Plans which are posted throughout the facility.

Procedures for Safety Monitors at Designated Assembly Areas

Safety Monitors are designated by the Safety Manager and will conduct head counts once evacuation has been completed. There will be at least one Safety Monitor per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.

The employees selected as Safety Monitors are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during emergencies. If safe to do so, the Safety Monitors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel.

Once each evacuated group of employees have reached their Designated Assembly Areas, each Safety Monitor will:

- Assemble his/her group in the Designated Assembly Areas and takes names.
- Assume role of section contact to answer questions.
- Instruct personnel to remain in area until further notice.
- Report status to Emergency Response personnel or Incident Commander.
- Instruct personnel to remain at Designated Assembly Areas until further notice.

Shelter-In-Place

The decision to implement this action is based on the reasonable assurance that the alternative, evacuation, will endanger the safety and/or health of the people under

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protection. In general, sheltering is implemented when there is little or no lead-time, the event duration is expected to be relatively short, or the evacuation route to safety is hazardous or obstructed.

The IC has the authority to direct a sheltering action when immediate action is required to protect lives and minimize injuries to the public. [REDACTED]

Notifying the public of the need for a sheltering action may be accomplished through the use of the public address system and/or verbal instructions by staff members.

Measures will be taken in accordance with established procedures to facilitate the specific needs for the disabled or infirm created by the directed sheltering action.

Critical Operations

Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified below. Rapid shutdown of these systems is critical for life safety and loss control purposes and to ensure that evacuations are completed in a timely manner. Critical operations for the building and responsibilities for action are the H & R Managers [REDACTED]

Persons involved in the Critical Operations Shutdown listed shall be notified by management of this responsibility in advance, be identified in the EEP, and will be appropriately trained for the particular situation.

Compliance with this section is the responsibility of the Deputy Commissioner of Facilities who will ensure that this information is reported to the Safety Section.

Hazardous Waste Accumulation Areas

In addition to the above listed operations, it is important to note that there are Hazardous Waste Accumulation areas located on Tables 9 through 11 below:

Table 9: Hazardous Waste Accumulation Areas

Operation Area	Floor and Room Number

Table 10: Chemical Storage/High Hazard Areas

Hazardous Chemicals are stored in the in the following areas as follows:

Chemical Storage/High Hazard Area	Floor and Room Number

Table 11: Critical Operations Summary

Critical Operation Description	Location Room #	Primary Plan of Action	Secondary Plan of Action	Responsible Party

Additional Comments (include equipment, tools, PPE, safety equipment, etc.):

REPORTING AND EVACUATION PROCEDURES

This section provides the procedures that should be followed in the event that occupants are required to evacuate the building.

If You Discover Fire or Smoke

- Persons discovering a fire or smoky conditions, or explosion should actuate the nearest fire alarm box and/or make a telephone call to the Communications Centers if it is safe to do so.

O'Hare Communications Center (OCC): (773) 894-9111

Midway Communications Center (MCC): (773) 838-9111

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Any pertinent fire or rescue information should be conveyed to the Dispatchers / Fire Department. The locations of the fire alarm boxes are noted on the evacuation floor plans. The audible alarm will alert building occupants of the need for evacuation and sends a signal to the OCC and/or MCC and the Fire Department that there is an alarm condition in the building.

- It may be necessary to activate additional fire alarm boxes, or verbally shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.
- To report all other emergencies, employees should call the Communications Centers (OCC / MCC). Callers will provide name, location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.
- Safety Monitors, will proceed with assigned duties as detailed in this plan. Otherwise, proceed to the nearest exit and leave the building. Once at a safe distance, call the OCC / MCC to notify them of the precise location of the fire and provide details of the situation and your Designated Assembly Area(s) location(s).
- The acronym **R*A*C*E** can be used to remind building occupants what to do if they discover a fire:

R rescue	When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself.
A alarm	Sound the alarm by pulling the nearest fire pull box or call the Communications Centers listed on Table 12 on the next page .
C confine	Close doors, windows and other openings to prevent spread of fire if it is safe to do so.
E evacuate	Evacuate the building

Table 12: Emergency Telephone Numbers

EMERGENCY TELEPHONE NUMBERS

KEEP POSTED

**O'HARE COMMUNICATIONS CENTER
(OCC): (773) 894-9111**

**MIDWAY COMMUNICATIONS CENTER
(MCC): (773) 838-9111**

If You Hear the Fire or Smoke Alarm

- All personnel should proceed along the nearest primary or alternate express routes and immediately exit the building. Evacuation maps with escape routes, alternate escape routes, exit locations and Designated Assembly Area are posted throughout the building.
- All occupants and visitors should proceed to their Designated Assembly Area and await further instructions.
- If a door along an escape path is warm to the touch or if smoke is encountered along the primary exit pathway, an alternate escape route should be used.
- Building occupants must NOT use elevators as an escape route in the event of a fire.

RESCUE AND MEDICAL DUTIES

The Chicago Fire Department will conduct all rescue and medical duties. Occupants should keep injured personnel lying down, covered and warm and should never attempt to move them. **Table 7 found at the end of this Annex contains phone numbers of emergency rescue personnel.**

TRAINING

Occupant Training

All occupants and employees should know that evacuation is necessary and what his/her role is in carrying out the plan. Occupants should also know what is expected of them during an emergency to assure their safety. There are several components to the occupant training program, including:

- Presentations by Safety Manager and supervisors at selected staff meetings on the elements of the Emergency Evacuation Program (this is typically done on an annual basis during October—National Fire Safety month).
- Annual evacuation drills under the oversight of the Safety Section, Emergency Management Section, Fire Department, Police Department, CDA Security Section.

Evacuation Training

The CDA Emergency Management Section will ensure that evacuation drills and training are conducted by the Safety Section on an annual basis.

This includes ensuring that all CDA Safety Section personnel; at least 2 representatives from each CDA section and representatives from airport tenant/stakeholder organizations are trained in the Citizen Emergency Response Training (CERT) provided by the Illinois Emergency Management Agency (IEMA) so that there are sufficient trained personnel to serve as Safety Monitors, Evacuation Coordinators and Evacuation Assistants.

Details on the CERT Training curriculum, will be provided by the Emergency Management Section.

The Safety Manager will maintain the original training records for a period of five (5) years.

ORGANIZING AND CONDUCTING EVACUATION DRILLS

In order to verify that the plan procedures will allow orderly and safe evacuation, evacuation drills will be conducted for all CDA Buildings and Terminals

Critiquing the Drill

To document key findings, the Evacuation Critique Form found in **Table 13** on the next page, is to be completed by the Safety Manager following drills and true emergencies.

The Evacuation Critique should assess the response quality, determine whether additional training is needed, ensure availability and response of the Safety Monitor, Evacuation Assistant and other key personnel and to evaluate capabilities of emergency response procedures and equipment.

The Deputy Commissioner, Safety Section (Program Manager) will ensure that completed copies of Evacuation Evaluation Critique Forms will be provided to the Emergency Management Section for review and retention.

Table 13: Evacuation Evaluation Critique Form

Evacuation Evaluation Critique Form

Location of Observation: _____ # of Staff Present _____

Date: ____/____/____ Shift: ☐ 1st ☐ 2nd ☐ 3rd Time: ____:____

☐ Office ☐ Terminal ☐ Actual Incident
☐ Cargo/Whse ☐ Scheduled Drill
☐ Other

Location: _____ Floor: _____

Section 1 – Immediate Staff Response

	Competently Performed	Points Scored
Did staff close all fire doors in the area, including patient room doors? (10pts.)	Y N	
Were the fire exit corridors cleared of unnecessary equipment? (10pts.)	Y N	
Did Staff inform Employees/Visitors of Alarm Condition? (5 pts.)	Y N	
Did unit send a Safety Monitor to assist ? (5 pts.)	Y N	
Sub Section Total (30 pts possible)		

Section 2 – Staff Knowledge

	Competently Performed	Points Scored
Did Staff Know R.A.C.E. (10 pts.)	Y N	
Did Staff Know P.A.S.S. (10 pts.)	Y N	
Did staff know the location of Fire Alarm Pull Stations in their work area? (5 pts)	Y N	
Does staff know the location of fire extinguishers in their work area? (5 pts)	Y N	
Did staff know where the fire exits were in the drill area? (5 pts.)	Y N	
Did staff know the evacuation procedure? (10 pts.)	Y N	
Did staff know the Assembly Area(s) location(s)? (10 pts.)	Y N	
Sub Section Total (55 pts possible)		
Total Dept. Score Add Sections 1 & 2 (85 pts possible)		

Scoring Grid

75 – 85 points = Excellent

60 – 70 points = Acceptable

<60 points = Remedial Training required

Section 3 – Written Plan Prepared, Reviewed, Approved and On File with the Safety Division?

	Equipment Functioned properly	Points Scored
Was the agencies written Evacuation Plan prepared, reviewed, approved and on file with the Safety Division? (15pts.)	Y N	
Sub Section Total (15 pts possible)		

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Drill Total Score Add sections 1,2,3 (100 pts possible)	
---	--

Department Representative: _____ Title: _____

Official Conducting Observation: _____ Title: _____

BUILDING SERVICES AND FIRE SAFETY EQUIPMENT

Building Fire Safety Equipment may include: Fire Alarms, Detection Devices, Sprinklers, Portable Extinguishers, Emergency Lighting and Exit Signs, Pull Stations, Alarms, Emergency Generators, Fire Pumps and Suppression Systems.

It is important to recognize that the requirements for equipment, testing and preventative maintenance may vary depending on the building classification and/or occupancy type. Facilities Work Management Group maintains, services, inspection reports and maintains building specific equipment inventories.

Fire Alarms and Detection Equipment

Fire detection equipment such as smoke alarms and fire alarms must be constructed and installed to comply with all applicable City of Chicago Building/Fire Codes/OSHA and NFPA Fire Protection Standards, and must be approved for the purpose which they are intended.

Fire detection systems and components must be restored to normal operating condition as promptly as possible after test, drill or alarm. Spare detection devices and components, which are normally destroyed in the process of detecting fires, are available on the premises or with local vendors in sufficient quantities and locations for prompt restoration of the system.

Maintenance and Testing

Maintenance and inspection of fire detection equipment is essential to a successful fire protection program. The following requirements are applicable to the maintenance and testing of equipment and must be performed by a qualified vendor once per year.

- Systems must be maintained in an operable condition except during repairs or maintenance.

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- Fire detectors and fire detection systems must be tested and adjusted as often as needed to maintain proper reliability and operating condition except that factory calibrated detectors need not be adjusted after installation.
- Servicing, maintenance and testing of fire detection systems, including cleaning and necessary sensitivity adjustments must be performed by a trained person knowledgeable in the operations and functions of the system.
- Fire detectors that need to be cleaned of dirt, dust, or other particulates in order to be fully operational must be cleaned at regular periodic intervals.
- Fire detection systems installed for the purpose of actuating fire extinguishment or suppression systems must be designed to operate in time to control or extinguish a fire.
- Fire detection systems installed for the purpose of employee alarm and evacuation must be designed and installed to provide a warning for emergency action and safe escape of employees.
- Alarms or devices initiated by fire detector actuation must not be delayed for more than 30 seconds unless such delay is necessary for the immediate safety of employees.

Exit Signs and Emergency Lighting

Exit signs are an important component of the building fire protection systems. A readily visible sign shall mark all exits. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.

Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, shall be identified by a sign reading "Not an Exit" or similar designation, or shall be identified by a sign indicating its actual character, such as "To Basement," "Storeroom," "Electrical Vault" or the like.

Specific requirements for exit signs are as follows:

- Every required sign designating an exit or way of exit access shall be so located and of such size, color, and design as to be readily visible.
- No decorations, furnishings, or equipment which impair visibility of an exit sign shall be permitted, nor shall there be any brightly illuminated sign (for other than exit purposes), display, or object in or near the line of vision to the required exit sign of

such a character as to so detract attention from the exit sign that it may not be noticed.

- A sign reading 'Exit', or similar designation, with an arrow indicating the directions, shall be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.
- Every exit sign shall be suitably illuminated by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface. Artificial lights giving illumination to exit signs other than the internally illuminated types shall have screens, discs, or lenses of not less than 25 square inches area made of translucent material to show- red or other specified designating color on the side of the approach.
- Every exit sign shall have the word "Exit" in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths-inch wide.

Fire Extinguishers

Used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Portable extinguishers, however, are not designed to fight large or spreading fires.

Fire extinguishers are useful only under certain conditions:

- The operator must know how to use the extinguisher.
- The extinguisher must be within easy reach and in working order, fully charged.
- The operator must have a clear escape route that will not be block by fire.
- The extinguisher must match the type of fire being fought. Extinguishers that contain water are unsuitable for use on grease or electrical fires.
- The extinguisher must be large enough to put out the fire. Many portable extinguishers discharge completely in as few as 8 to 10 seconds.

Use of Portable Extinguishers

Before you use a portable extinguisher:

- Make sure the fire department has been called or the alarm has been sounded;
- Make sure everyone has left, or is leaving, the building;
- Make sure the fire is confined to a small area and is not spreading;
- Be sure you have an unobstructed escape route to which the fire will not spread;
- Be sure you have been trained in the proper use of extinguishers.

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- Be sure you have chosen the correct type of extinguisher for the classification of fire.
- CDA Safety Section can provide training on the use of portable fire extinguishers.

Remember The "PASS" – Word

Keep your back to an unobstructed exit and stand six to eight feet away from the fire. Follow the four-step PASS procedure.

Pull the pin:	This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other level-release mechanisms.
Aim low:	Point the extinguisher nozzle (or hose) at the base of the fire.
Squeeze the lever about the handle:	This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever).
Sweep from side to side:	Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.

Distribution of Fire Extinguishers

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control. OSHA requires that the travel distance for Class A extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster than Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed on the basis of appropriate patterns for Class A and B hazards.

Extinguishers must be conspicuously located and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted cabinets must be used as extinguisher locations whenever possible.

Extinguishers must also be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers and the arrow-s will be marked with the extinguisher classification.

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If extinguishers intended for different classes of fire are located together, they must be conspicuously marked to ensure that the proper class extinguisher selection is made at the time of a fire. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate. Markings will be of a size and form to be legible from a distance of 3 feet.

Extinguishers will be installed on hangers, brackets, in cabinets, or on shelves. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor.

Extinguishers mounted in cabinets or wall recesses or set on shelves will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color, which will distinguish it from the normal decor.

Inspection and Maintenance

Once an extinguisher is selected and installed, they must be inspected, maintained, and tested to ensure that they are in proper working condition and have not been tampered with or physically damaged.

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided. For more information on inspection and maintenance of Fire Extinguishers, call the Facilities Section at 773-686-4604.

Sprinkler and Fire Suppression Systems

All automatic sprinkler and suppression systems used to comply with applicable standards including City of Chicago Building / Fire Codes, OSHA and NFP must provide the necessary discharge patterns, densities, and water flow characteristics for complete coverage in a particular workplace or zoned subdivision of the building.

Only approved equipment and devices should be used in the design and installation of automatic sprinkler systems.

Maintenance of Suppression Systems

Buildings with sprinkler systems shall ensure that a main drain flow test is performed on each system annually. The inspector's test valve shall be opened at least every two years to assure that the sprinkler system operates properly.

Proper acceptance tests may also be dictated by the service vendor depending on the type and manufacturer of the sprinkler or suppression system.

For additional information contact the CDA Facilities Division at 773-686-4604.

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City of Chicago
Chicago Department of Aviation

Emergency Operations Plan

**Annex J – Evacuation
Appendix 1 – Special Needs
Population**

Preface

This Appendix has been developed with input from several published guides. In addition to providing information on the general categories of disabilities (mobility, visual, hearing, speech and cognitive), it outlines the elements of evacuation information that occupants need: notification, way finding, use of the way and assistance.

Source: National Fire Protection Association – Emergency Evacuation Planning Guide for People with Disabilities – June 2007.

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Evacuation of Disabled Occupants

Evacuation Coordinators should be aware of any occupants in their building(s) who require special assistance during an evacuation so they can assign that individual an Evacuation Assistant. (Evacuation Assistants should not be a person who is already assigned as a Safety Monitor who will be engaged during an emergency). Preferably, the Evacuation Assistant may be a co-worker or person who is located nearby and can readily assist in an emergency. Additionally, an Alternate Evacuation Assistant should also be designated in the event that the primary Evacuation Assistant is unavailable.

There are six general categories of disabilities where an occupant may need special assistance during an emergency.

Mobility Impaired — Wheelchair

Imminent Evacuation:

Trained professionals such as the Fire Department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Motorized wheelchairs may weigh several hundred pounds. In some instances it may be preferable to place the person in a chair stretcher (provided by the Fire Department) to facilitate evacuation.

No Immediate Danger:

Persons using wheelchairs should stay in place, or move to an area of refuge on the same floor with an Evacuation Assistant. If a stair landing is chosen as the area of refuge, be aware that many buildings have relatively small stair landings. Wheelchair users should wait until the heavy traffic has passed before entering the stairway. Once the person is in their safe area, the Evacuation Assistant should proceed to the evacuation assembly site outside the building and inform Emergency Response Personnel of the location of the person.

If the person with a disability is alone, he/she should phone emergency services at

O'Hare Communications Center: 773-894-9111

Midway Communications Center: 773-838-9111

and explain the present location, and the area of refuge to which they are heading.

Mobility Impaired — Non Wheelchair

Occupants who fit this category maybe overlooked due to temporary impairments which may slow the person during an emergency but do not interfere with their ability to walk independently. This category applies to any occupant who may

need assistance evacuating promptly, whether due to age, physical health, or temporary physical impairment. Occupants using canes or crutches are included in this category.

Imminent Danger:

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance from their Evacuation Assistant. If evacuation is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs.

No Immediate Danger:

If there is no immediate danger (detectable smoke, fire or unusual odor), the person with a disability may choose to stay in place or move to a place of refuge using the other options until the emergency personnel determine otherwise.

Deafness or Hearing Impairment

Persons with hearing impairment may not hear audio emergency alarms and will need to be alerted of emergency situations. If the property does not have fire alarm strobe lights, a notification procedure must be established. Emergency instructions can be given by rapidly flashing overhead lights on and off or by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodations should contact the CDA Safety Section at 773-686-6625.

Evacuation should follow standard plan. Use Evacuation Assistant to access evacuation routes.

Visual Impairment

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. The important feature of their emergency evacuation route is that it minimizes the likelihood of the visually impaired person being lost or trapped while evacuating. This may be different from the facility route, but does not have to be.

Persons who are visually impaired may need assistance in evacuating. The Evacuation Assistant should offer assistance to the individual and guide him or her through the evacuation route.

Evacuation should follow standard plan. Use Evacuation Assistant to access evacuation routes.

Speech Impairment

Speech impaired occupants may need assistance communicating during an emergency, and should have an assigned Evacuation Assistant to ensure that he or she evacuates the building promptly and notifies the Safety Monitor when reaching the designated meeting site.

Evacuation should follow standard plan. Use Evacuation Assistant to access evacuation routes.

Developmentally Disabled

A developmentally disabled occupant may require assistance evacuating the building, and should have a contingency plan developed based on his or her capabilities for communicating and evacuating. It is critical that the developmentally disabled occupant and his/her Evacuation Assistant rehearse the designated evacuation route on a regular basis.

Evacuation should follow standard plan. Use Evacuation Assistant to access evacuation routes.

Life Support System

Occupants on life support systems may need special equipment brought to the facility to provide life support or augment the portable equipment they carry.

Imminent Evacuation:

If the emergency is grave, the Evacuation Assistant must bring the occupant to the designated place of refuge, evacuate, and notify Emergency Response Personnel of the occupant's location.

No Imminent Danger:

Occupants on Life Support Systems should not evacuate unless they are in the immediate vicinity of the emergency. They should remain in a refuge area, with a telephone and a window (so they can signal to emergency personnel), with an Evacuation Assistant.

If a Disabled Occupant is Unable to Exit the Building

If a disabled occupant is unable to exit the building, the Evacuation Assistant must notify the emergency response personnel of the person's location immediately upon exiting the building. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor.

Since it is likely that the response to emergency alarms or calls would be initiated by the airport's Communications Centers (OCC/MCC), it is essential that current information for persons with disabilities (employees, tenants, contractors, etc...), requiring assistance during emergency evacuation is available.

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Emergency Operations Plan

Annex J - Evacuation
Appendix 2 Animal Care and Control

Preface

When evacuation is imminent, it is very likely that people will not evacuate if this includes abandoning their pets. It is expected that pets will be taken to public shelters. This Appendix is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on rescue, care, and feeding of animals abandoned or lost and those brought to public shelters.

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FORWARD

This Appendix was developed to augment Annex J – Airport Evacuation, for the care and control of animals in the event of a major emergency or disaster. Emergency planning, for the most part, focuses on saving lives and property. Planning for the care and control of animals has not, however, been a priority in the past.

Animals are often overlooked during and after a disaster, until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This Appendix recognizes that animals could become a problem for airport first responders if not appropriately cared for and controlled.

PURPOSE

The purpose of this Appendix is to establish responsibilities and general policies and procedures for the care and control of animals during emergencies experienced by the Chicago Airport System. A major goal of this appendix is to endeavor to instill timely and coordinated assistance. The appendix will also provide a system for returning animals to their owners after the event is over.

SITUATION AND ASSUMPTION

Situation

Many citizens travel with their domestic pets such as dogs and cats, etc...

During an evacuation, pet owners may want to retrieve their pets, risking their own safety and the safety of emergency first responders.

Assumptions

Unattended pets may be at risk and present risks to the general population.

CONCEPT OF OPERATIONS

Because some emergencies and disasters may require short term sheltering of air travelers, the care of domestic pets traveling with their owners needs to be addressed.

The Deputy Commissioner, Safety Section will

- Establish a system to ensure that pets traveling with their owners are properly transported to approved animal shelters during emergency situations.
- Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels and boarding facilities that will participate in the sheltering of domestic pets during emergencies and disasters.
- Establish rules and regulations in conjunction with participating groups for the emergency care and sheltering of pets.
- Coordinate preparedness information activities with the Chicago Humane Society, media and other groups publicizing emergency mass care for pets.
- Maintain a current resource list of participating groups with contact persons, telephone numbers and a list of appropriate interested agencies.
- Notify Care and Sheltering network group to activate animal shelters.
- Notify American Red Cross, media and other concerned groups that the Animal Shelter program for the Chicago Airport System has been activated.
- Follow established procedures as stated in SPCA emergency sheltering guidelines.
- Follow SPCA procedures for deactivation of Animal Shelter in cooperation with the Coordinator of Emergency Management or designee.
- Notify participating boarding facilities, appropriate agencies and local media of cessation of emergency and timing of owner retrieval of animals.
- Review and evaluate, by all participating groups, procedures and situation during emergency operation.

ORGANIZATION AND RESPONSIBILITIES

General

The Deputy Commissioner, Safety Section, will work in conjunction with area private animal boarding facilities and veterinarians to develop a network of

animal care participants available during emergencies. The product of this effort will include the need to:

- Prepare Standard Operating Procedures (SOPs) and functional checklists for animal control response to a disaster or emergencies.
- Maintain a current list of veterinary hospitals and boarding kennels within the vicinity of the airport.
- Coordinate animal and mass care sheltering for adults with the Humane Society and American Red Cross.
- Disseminate animal sheltering and emergency care information to the public prior to, during and after disasters.
- Assign a representative from the SPCA during activation of the plan to implement the components of the plan. This individual shall:
- Coordinate response to requests for animal sheltering and trained volunteers in a timely manner.
- Provide all paperwork, supplies and personnel needed to provide emergency sheltering for incoming animals.
- Provide the Incident Management Center (IMC) Chief Public Safety Officer with a report of response for animal sheltering and maintain a record of all-incoming messages and requests for animal sheltering.
- Identify any problems that develop during implementation of the plan that require resolution.
- Be responsible for the recruitment, training and screening of volunteers for placement in appropriate positions. A plan should also be developed to screen and place volunteers coming on the scene during and after a disaster.
- Develop an identification system for animals, the system needs to include some type of band that cannot be easily removed. There also needs to be a system for photographing and recording details of each animal.
- Develop a system for the orderly return of animals to their rightful owners.
- In order to reduce the chance of the spread of disease and protect public health, it is essential that the SPCA coordinate with Local and State Officials in the picking up and removal of dead animals.

PLAN DEVELOPMENT AND MAINTENANCE

Each year, the Deputy Commissioner of the Safety Section and the Emergency Management Section will review this appendix to ensure that necessary updates and revisions are prepared and coordinated, based on deficiencies identified during drills, exercises and real emergencies.

Original Date: June 30, 2011

Revision Date: _____

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FAA Approval: [Signature]

FAA Approval Date: 12/26/2011

**CITY OF CHICAGO
DEPARTMENT OF AVIATION
OCCUPANT
FIRE SAFETY
GUIDE**

PREVENTION

Housekeeping

- Keep your work areas clean and orderly and never block doorways, halls or stairwells. Report any improper storage to building management.
- Make sure there is space for air to circulate around heat-producing equipment, such as computers, printers and coffee makers.
- All appliances, cords, power strips, etc...must be Underwriters Laboratory (UL) approved and must be in good condition and of proper rating. Also, make sure that you never overload electrical outlets.

Planning

- Become familiar with the Emergency exits, fire pullbox locations, emergency telephone numbers and designated meeting sites for your building and know who the Safety Monitor is for your floor. Evacuation maps are posted throughout the building and in every elevator lobby.
- Participate in fire drills to familiarize yourself with your building's emergency evacuation procedures.

- Be sure that your Safety Monitor knows if you have any disability that could delay your escape so that he/she can make specific plans to aid you during an evacuation.
- If you discover damaged fire and evacuation equipment (exit signs, pull boxes, sprinkler heads, fire extinguishers and fire doors), immediately report it to building management.
- Arson is the largest single cause of fires in general office buildings. Follow your building's security measures to keep unauthorized people out of the building and report anything suspicious.

Alarm Systems

Typically buildings are fully equipped with a sophisticated smoke detection and sprinkler system. This system is activated automatically when smoke/fire conditions in the building reach a certain threshold. However, whenever you discover smoke or fire within the building, you should immediately activate the system manually by pulling one of the fire pull boxes located throughout the building.

Once the alarm system is activated, either automatically or manually, the Communications Centers and the Fire Department are notified that there is an emergency situation.

The audible alarm that you hear during an emergency may include a speaker that provides direction on how to proceed. It is your responsibility to follow all directions that are provided. If at any point you are unsure of how to respond to an alarm in the building - **PROCEED WITH EVACUATION.**

IN THE CASE OF A FIRE

If You Hear the Alarm

- Shut off gas tanks or compressed gas cylinders if you're using them.
- Take personal belongings (wallets, keys, etc) if they are readily available.
- Shut any open windows if it is safe to do so and shut the doors behind you as you exit.
- Proceed along your primary exit path to the stairwell - NEVER use the elevator during evacuation.

If You discover Smoke or Fire

- Immediately activate the nearest fire pull box.

FIRE ALARM

- Alert people in the vicinity of the situation as you proceed along the nearest exit path to the stairwell - NOT the elevator.
- Once you're outside at a safe distance, call the
O'Hare Communications Center at (773) 894-9111
or the Midway Communications Center at (773) 838-XXXX
to notify them of the exact location of the fire.
- Report to your designated Assembly Area. do not re-enter the building until you are instructed to by your Safety Monitor or the Fire Department.

Escape Tips

- Feel all doors along your primary exit pathway before opening them. Don't open the door if it's hot - use an alternate route.
- If you are trapped, close as many doors as you can between you and the fire. Seal the cracks around the doors with a wet cloth or tape to keep smoke out. If there's a phone, call the

O'Hare Communications Center at (773) 894-9111

or the Midway Communications Center at (773) 838-XXXX

to tell them exactly where you are. Otherwise, wait at a window and try to signal for help with a light colored cloth or a flashlight.

- Do not block or wedge open stairwell doors during an evacuation. Also, be aware that fire doors leading to stairwells are only effective when they are closed.
- If you get caught in smoke, get down and crawl. Smoke rises so there will be cleaner, cooler air near the floor.
- If your clothes catch fire, remember to

STOP, DROP and ROLL.

Fire Extinguishers

Fire extinguishers are provided along some of the exit pathways to aid occupants in escape only. If you find that you must use an extinguisher, remember to PASS (Pull the ring, Aim at the base of the fire, Squeeze the handle and Sweep the extinguisher from side to side).

City of Chicago
Department of Aviation

Emergency Operations Plan

Annex - K
Mass Casualty / Reception and Care

Preface

During a mass causality incident, emergency medical service providers and agencies will conduct operations to provide immediate resources, to minimize the loss of life through prompt medical treatment in the field, and to coordinate field medical services and activities with existing medical facilities and other support services and resources.

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Emergency Operations Plan

Annex K

Mass Casualty / Reception and Care

I. PURPOSE

A. General

The purpose of this Mass Casualty / Reception and Care Plan is to establish preparedness for a mass casualty event, Weapons of Mass Destruction (WMD) attack, disease epidemic or natural disaster which occurs within the Chicago Airport System.

To outline the response procedures for emergency medical services providers and agencies that is to be implemented in the event of a mass casualty incident

To ready hospitals and supporting health care systems to deliver coordinated and effective care to victims of mass casualty event, terrorism and other public health emergencies.

This plan describes activation and notification of appropriate personnel and response operations should a mass casualty event, WMD attack, disease epidemic or natural disaster occur.

B. Specific

City, County, State and Federal assistance under this function consists of *health and medical service resources* (including transportation) temporarily realigned from established programs having coordination or direct service capability for medical care, public health and sanitation, crisis counseling, and deceased identification and mortuary services.

1. MEDICAL CARE refers to emergency (including field operations) and resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning, operation of facilities and services.
2. PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; laboratory testing.
3. CRISIS COUNSELING refers to the professional personnel, services and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath.

4. DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the identification and disposition of human remains.

II. POLICIES

During a mass causality incident, emergency medical service providers and agencies will conduct operations to provide immediate resources, to minimize the loss of life through prompt medical treatment in the field, and to coordinate field medical services and activities with existing medical facilities and other support services and resources.

It is the City of Chicago Department of Aviation's policy that agencies having the responsibility to provide needed emergency services be notified of an impending or actual incident as soon as appropriate in order to initiate preparedness or response activities.

On-scene personnel will have authority to act in a timely manner within the incident command system at the scene.

III. SITUATION AND ASSUMPTIONS

A. Situation

Natural disasters, weapon of mass destruction (WMD) events or disease epidemics may occur without warning and strike at any time. The unpredictable nature of such events will cause great public health and societal impacts. The mass casualty response plan addresses disasters that cause mass casualties.

Any number of incidents may trigger the mass casualty response plan. These incidents will overwhelm existing medical resources and result from a WMD event, natural disaster or disease outbreak.

1. An act of terrorism produces a crime scene and results in mass casualties. This act may or may not have a biological component.
2. A disease epidemic or covert WMD event due to delayed onset of symptoms or whose characteristics mimic typical illnesses. Discovery will require medical professionals to detect similar patterns of symptoms.
 - a. The most likely diseases from bioterrorism are Anthrax, Botulism, Plague, and Smallpox.
 - b. The incident response plan may be activated prior to lab confirmation of a suspicious agent by the City, County or State Departments of Public Health.
3. Natural occurring disasters or significant accidents may cause the immediate activation of the incident response plan by the appropriate emergency management authority.

B. Assumptions

1. Citizens and property in the Chicago Airport System could be at risk for the potential of terrorist threats resulting from a WMD, disease epidemics, natural disasters or widespread accidents.
2. This plan will be activated in response to a known WMD attack, natural disaster or disease epidemic.
3. Healthcare facilities activate Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA).
4. The health care system response capabilities are overwhelmed. Hospital emergency rooms reach surge capacity in a short period of time. Isolation and quarantine capabilities are strained. Issues such as patient tracking, security, communications, diagnosis and treatment of infectious diseases, as well as disposal of infectious medical waste pose a tremendous hardship on the health care system.
5. A Unified Command structure is activated when local capabilities are stressed.
 - a. The City of Chicago may request a state of emergency
 - b. Cook County may request a state of emergency.
 - c. The Governor may declare a state of emergency
6. Significant aid from other levels of government may not be available for 72 hours.
7. Normal communications channels may be disrupted.
8. Routine medical emergencies, emergency surgeries and medical care events will be significantly compromised and may be impossible to sustain.

IV. RESPONSIBILITIES

A. City of Chicago Department of Public Health

Provide coordination and public health support services for the medical/public health response in a mass casualty event to include prophylaxis, vaccines, emergency health powers, environmental control, surveillance, detection and epidemiological investigation.

B. Hospitals

Provide emergency and definitive medical care, isolate patients, dispense medications, and vaccinate patients, provide acute care in a mass casualty event.

D. Emergency Management

In an aviation related mass casualty incident, the Chicago Department of Aviation (CDA) will activate the Incident Management Center (IMC) and the City of Chicago, Office of Emergency Management and Communications (OEMC) may activate the City EOC. CDA will send a representative to the EOC and the OEMC will send a representative to the IMC to help manage the incident.

The OEMC has primary responsibility for coordination of city-wide response logistics, deployment of additional assets during both crisis and consequence management phases.

E. Fire/Rescue

Provide coordination for patient care, fire suppression services, hazardous materials management including on-scene incident command, decontamination and search and rescue operations.

F. Emergency Medical Services

EMS in cooperation with Fire Services delivers initial triage, transports patients and augments hospital services.

G. Law Enforcement

Law enforcement ensures public safety and facilitates response and recovery activities, security and access control measures in and around the disaster site and provides threat assessment, criminal investigation, forensics and evidence processing.

V. CONCEPT OF OPERATIONS

A. Fire/Rescue

During Mass Casualty Incidents (MCI), City of Chicago Fire/Rescue units will designate an incident commander and perform on-scene operations and tasks according to their agency standard operations procedures. The area will be quickly evaluated in terms of public health and safety to identify the need to implement protective actions, as well as use of protective equipment by response personnel entering the area to conduct life saving activities.

1. In the event of a chemical, biological, radiological, nuclear, or hazardous materials incident, trained personnel take initial readings to determine the degree of the hazard and establish a hot zone.
2. Fire/Rescue provides medical attention within the outer perimeter.
3. Should a nuclear, biological or chemical (NBC) incident take place, trained personnel will establish a decontamination control zone in response to actual conditions.

- a. Decontamination of individuals will be conducted prior to being removed from the affected area.
 - b. However, when this procedure is not possible, the person or persons will be taken to the designated decontamination area for decontamination.
4. Fire service responders at the scene of a potential or verified terrorist event should bear in mind they are involved in a crime scene. Further, they should be aware and prepared for the potential of secondary devices.

B. Emergency Medical Services (EMS)

This section of the Mass Casualty / Reception and Care Plan is intended as a guide for EMS personnel when addressing the functional responsibilities and scene management techniques, which must be employed at the scene of mass casualty incidents. It may also serve as a basic guide for the management of all routine calls. It is intended to provide a quick and easy procedure to follow during a mass casualty incident so as to standardize the method of operation which, if necessary can be modified given the number of patients, severity of injuries and special circumstances involved in the incident.

EMS services will include providing medical treatment to the injured, stabilizing the seriously injured, triage, and transporting victims to hospitals on a priority basis:

- Mobilization of trained emergency medical squads, paramedic units, and medical personnel if available.
- Deploy and supplement specialized services, equipment, and supplies as necessary.
- Transport possibly infectious or contaminated patients to treatment areas as needed.
- Provide technical advice on patient care.
- Maintain procedures for safe and appropriate disposal of medical waste in a mass casualty event.

Emergency medical personnel will be dispatched at the request of the incident commander, but will remain in the outer perimeter until the area has been secured by law enforcement personnel.

In the event of a mass casualty incident, emergency medical personnel will set up a triage area in a suitable site close to the terrorist threat, but in a secure area that considers decontamination operations and the nature of the agent used.

Emergency medical personnel must determine whether casualties can be safely extracted or must be left (quarantined) pending arrival of appropriate assistance. If extracted, protocol will be followed for ensuring cross contamination of the medical facility does not occur.

Ambulances and/or any emergency vehicle that is contaminated during emergency operations will be removed from service and decontaminated/disinfected prior to reuse.

Emergency medical responders at the scene of a potential or verified terrorist event should bear in mind they are involved in a crime scene. Further, they should be aware and prepared for the potential of secondary devices and terrorists as patients.

C. Mass Casualty Incident Categories

1. Multiple Victim Incident

[REDACTED]

2. Mass Casualty Incident (MCI)

a. MCI Category 1 – Expanded Medical Incident

[REDACTED] ents
[REDACTED]

b. MCI Category 2 – Advanced Medical Incident

[REDACTED]
[REDACTED]

c. MCI Category 2 – Major Medical Incident

[REDACTED]
[REDACTED]

d. MCI Category 3 – Disaster

[REDACTED]
[REDACTED]

D. Mass Casualty Patient Flow

1. The Incident Scene

- a. The scene is secured
- b. All victims are accounted for; trapped victims are rescued/extricated
- c. Patients are counted and quickly triaged
- d. Ambulatory patients are directed to a medically supervised area
- e. These patients shall be moved from the scene to a treatment area as soon as that area is identified
- f. Non – ambulatory patients are moved from scene to treatment area

- g. Patients are decontaminated (as needed) prior to leaving the incident scene

2. The Treatment Area

- a. Patients arriving from the incident scene are prioritized for treatment using a more in-depth assessment method (Secondary Triage) and triage tagged
- b. Patients are placed in the Treatment Area and definitive/stabilizing emergency medical care is provided on the basis of triage priority
- c. Separate areas are created in the treatment Area for Immediate (Red), Delayed (Yellow) and Minor (Green) injured patients
- d. A separate isolated area (Temporary Morgue) is created for casualties/victims who die in the Treatment Area
- e. Personnel and equipment resources are allocated to patients on the basis of triage priority
- f. Patients are continuously reevaluated (re-triage)

3. The Transportation Area

- a. Hospitals and Healthcare Facilities are contacted to obtain information to assist with the most appropriate patient distribution to medical facilities
- b. Transportation resources are assigned on the basis of triage priority
- c. Patients are move from the Transportation Area to the appropriate transport vehicle
- d. Patients are transported to the most appropriate medical facility by the most appropriate means available
- e. Emergency medical care and the continuous reassessment is provided en-route to the medical facility

E. Activation

1. First EMS Unit on scene:

- Provide personnel to perform duties of Medical Branch Director and Triage Officer
- Survey the Scene (Size-Up)
 - Type and/or Cause of Incident
 - Approximate Number of Patients
 - Severity of Injuries (Major or Minor)
- Contact dispatch advise:
 - The exact location of the incident
 - Declare Multiple Victim Incident or MCI Category 1, 2, or 3

- The type of incident (transportation accident, fire, explosion, etc.)
- Approximate number of patients
- Number of ambulances needed
- Immediate danger zone
- Environmental conditions (hazardous materials, extreme weather, etc.)
- Staging area
- Recommended routes to and from scene
- Request resources and mutual-aid assistance as needed
- Set-up scene to handle patients:
 - Provide color coded tarps or markers for treatment areas
 - Provide triage Tags
 - S.T.A.R.T. – Simple Triage And Rapid Treatment

2. Second EMS Unit on scene:

- Provide personnel for the Transportation Officer and Communication Officer

NOTE: The initial units on the scene will establish command and assign duties to most qualified personnel until relieved by personnel assigned by the Incident Commander. EMS will not usually be in command at a MCI but will function to support a response designed to mitigate the incident-producing casualties (i.e., riot, natural disaster, fire, hazardous material, terrorism etc.).

3. Medical Branch Director

Coordinate, direct and manage all EMS/Medical functions include but not limited to, extrication, triage, treatment, and transportation.

- Don identifying vest
- Establish EMS/Medical at location with clear vantage point to incident
- Coordinate with the Associate Hospital to determine the need for a MMRS response
- Ensure that Dispatch gets pertinent incident information
- Consider establishing and identify a separate Ambulance Staging Area for incoming units through Operations or Command
- Appoint and assign EMS/MEDICAL functions as needed:
 - Ambulance Staging
 - Extrication
 - Triage
 - Treatment
 - Transportation
 - Medical Communication
 - Landing Zone
- Request additional resources as needed, assign resources and monitor work progress
- Constantly assess performance of personnel and make changes if necessary
- Monitor the welfare of assigned personnel. Request relief crews to maintain safety and mental health of personnel and maintain progress toward objectives
- Provide essential and frequent progress reports to Operations and/or Command

4. Triage Group Supervisor

To locate, assess and sort casualties so as to appropriately establish priorities for treatment and transportation; and move all patient to the treatment area.

- Don identifying vest
 - Perform rapid triage, use “S.T.A.R.T” (Simple Triage And Rapid Treatment)
- algorithm to assess and triage victims
- Mark triaged victims with appropriate colored tape and Triage Tags
- Estimate number of patients and type of injuries, (i.e., head, peds, OB, chest, burns, radiation, Hazmat).
- Give victim information to the Medical Branch Director and Medical Communication Unit Leader
- Direct patients to the appropriate treatment areas
- Confer with Medical Branch Director to establish extrication teams
- Move patients to treatment area as soon as possible
- Monitor the welfare of assigned personnel. Request relief crews to maintain safety and mental health of personnel and maintain progress toward objectives
- Provide essential and frequent progress to the Medical Branch Director

NOTE: Remember to have all non-injured or slightly injured Minor (Green) victims walk to designated supervised area.

5. Treatment Group Supervisor

Provide continuous assessment and sorting of casualties; begin stabilizing and/or definitive treatment based on established priorities and available resourced; determine priority for transportation to medical facilities.

- Don identifying vest
- Establish the treatment area. Consider size, safety, space, weather, lighting, and ease of access for transport vehicles. Report location to Medical Branch Director and Triage Group supervisor
- Prioritize patients arriving in the Treatment Area for treatment using a more in-depth assessment (Secondary Triage)
- Arrange Treatment Area separate patients groupings Immediate (Red), Delayed (Yellow), and Minor (Green)
- Establish a Temporary Morgue (Black)
 - Remote from Treatment Area
 - Be accessible to vehicles
 - Off-limits to all unauthorized personnel
 - Ensure that no bodies are moved from the site prior to approval of the Medical Examiner
 - Maintain victim’s; identity (if available), location found, personal effects, etc.
- Account for all personnel assigned to Treatment
- Establish Treatment Teams Monitor the welfare of assigned personnel. Request relief crews to maintain safety and mental health of personnel and maintain progress toward objectives

- Ensure appropriate pre-hospital patient care as per approved Treatment protocols
- Determine the order of patients transport
- Coordinate and maintain communication with Transportation Group Supervisor
- Provide essential and frequent progress to the Medical Branch Director

6. Transportation Group Supervisor

Coordinate all patient transportation and maintain records related to patient movement

- Don identifying vest
- Establish Patients Loading Area, (adjacent to the exit of the Treatment Area)
- Establish transport flow, from Staging, to Patients Loading, to Hospital
- Establish Staging Area
 - Large enough for units
 - Have easy access and egress
 - Accessible to Patients Loading
- Assign Staging Unit Leader
- Ensure all crews stay with their units (Ambulance, Helicopter)
- Coordinate and maintain communication with Treatment Group Supervisor
- Contact Medical Communication Unit to determine receiving facility
- Inform crews of destination and document patient and unit movement
- Provide information to Medical Communication Unit
- Provide essential and frequent progress to the Medical Branch Director

7. Medical Communication Unit Leader

Establish communications with closest receiving Hospital and/or Transitional Care Center (TCC) when the decision is made by the Associate Hospital that a MMRS response is needed. Maintain and coordinate all medical communications at the incident between Transportation Group and the Associate Hospital.

- Don identifying vest
- Locate in close physical proximity to Transportation Group Supervisor
- Establish communication with the TCC
- If necessary, designate a Medical Communications Manager (assistant) to assure an organized flow of information from scene to TCC
- Start Incident Log
- As soon as unit is ready to transport, tell TCC the number and type of patient on board. TCC will determine unit destination
- Inform Transportation Group Supervisor of destination, who will then inform the crew and ensure a safe departure

D. HOSPITALS AND HEALTHCARE FACILITY ASSISTANCE

Medical Assistance:

[REDACTED]

[REDACTED] These services are accessed through the Chicago Fire Department (CFD). In the event of an emergency the CFD will manage all communications with area hospitals and ambulance services.

Transportation for the injured and the deceased is arranged through the CFD. Available transportation includes, but is not limited to, Chicago Department of Aviation (CDA) employee buses and commercial buses. Bus transportation resources greatly exceed the capacity of the largest aircraft serving O'Hare and can respond within a reasonable time frame to the designated areas.

The telephone listing on the following page is for informational purposes only. This document has been taken from excerpts of the North Suburban Association for Health Resources (NSAHR), Area Wide Mass Casualty Plan for Member Hospitals and MABAS Division I and III. This plan provides for the support of Chicago O'Hare International Airport in the event of a mass casualty catastrophe. This plan allows for the combining of resources among the member hospitals and for a centralized communications system. This would provide the greatest chance of survival for the victims of such an event

The list below, indicates hospitals that have agreed to support Chicago O'Hare International Airport in the event of a disaster:

[illegible]

Identification of available bed capabilities is a transient function performed by CFD.